

Effective Date: March 12, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

FINANCIAL MANAGEMENT SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory and management positions which supervise professional Accountants, Auditors, and Financial Program Supervisors; spend the majority of their time performing professional accounting or auditing work; and administer accounting or auditing programs. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification includes professional supervisory and management positions which supervise professional Accountants and Auditors; spend the majority of their time performing professional accounting or auditing work; and administer accounting or auditing programs. Positions in this classification supervise professional Accountants or Auditors at the Senior or Advanced level or Financial Program Supervisors. Positions in this classification meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are more appropriately classified as Financial Specialist Supervisor, Financial Supervisor, Financial Program Supervisor, Financial Officer, or Financial Manager.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

FINANCIAL MANAGEMENT SUPERVISOR

This classification includes professional supervisory and management positions which supervise professional Accountants and Auditors; spend the majority of their time performing professional accounting or auditing work; and administer accounting or auditing programs. Positions in this classification supervise professional Accountants and/or Auditors at the Senior or Advanced level, or Financial Program Supervisors.

Positions in this classification are responsible for the audit of or design, development, installation, and maintenance of large financial systems and plays a key role in the development, evaluation and implementation of financial policies and procedures with broad effect in the agency. Positions in this classification meet the statutory definition of supervisor and management as defined in Wis. Stats. 111.81(19) and (13).

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000 as a result of the broadbanding study and announced in Bulletin CLR/SC-109 to describe professional supervisory and management positions which supervise professional Accountants and Auditors and spend the majority of their time performing professional accounting or auditing work and administer accounting or auditing programs. These positions were previously classified as Financial Supervisor 5-7.

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